

**Meeting Notes
Vancouver Hilton
Vancouver, WA
8/10/05 Eboard**

10:00am – 2:30pm

In Attendance:

Bob Brooks, Eric Edwards, Matt Fengler, John Harris, Dennis Hughes, Becca McConnaughey, Pat Ryan, and Bill Whitcomb

Items given out at meeting:

- Vendor List, sample vendor registration form, sample general registration form, and presenter list.

Topics of Discussion:

- Discussed that finding hotel was easy, but figuring out parking was difficult. Agreed that we would need to put directions for parking with registration and website.
- NWPMA Eboard will have wrap up meeting directly after conference is finished on Thursday.
- Hotel Details:
 - We discussed with April Dyas from Vancouver Hilton that we would do our own power in computer and vendor areas. We will need to tape down everything and not overload circuits.
 - Hotel has easels available for our use if needed.
 - October 3rd, 2005 will be last day to confirm hotel reservation. Room rates are valid Sunday through Thursday of conference week.
 - NWPMA can use common area around our conference rooms and main entrance of conference area (from the first pillar going South).
 - LCD screens outside of each conference room door are available for our use. They are power point based and can be programmed by April Dyas at hotel. Three plasma screens are in main area of hotel, but time would be limited on these.
 - Discussed security issues with April. Options are to re-key with keys only to us, hire outside security, or have hotel security monitor a little extra. April will look into cost for us to re-key.
- Conference Details:
 1. Presentations:
 - Discussed how long presentations should be - switched to 1 hour sessions rather than the original 1.50 to 2.0 hour sessions. This would make a total of 18 (1hr) sessions and 2 (1.5 hr) sessions to fill.

- Agreed that conference should have designated breaks.
 - Thursday session will close at 1:00 pm.
 - Speakers will be provided registration for the day of their presentation.
2. Registration:
- Last weeks meeting notes said each additional registrant in 2-tier program would be \$100.00. This should have read \$200.00 for each additional registrant.
 - Early registration will have second page added with hotel information, parking and shuttle information, and general topics.
3. Vendors:
- Agreed that fees of \$500, \$1000, and \$2000 for vendor sponsorships were fair.
4. Social Event on Wednesday:
- Different trips and costs are still being looked at. Will look into costs for bus trip up Gorge, Skamania Lodge, Sternwheeler, Environmental center, OMSI, Underground tour.
5. Computers:
- Bill has one IT person for four days of conference, possibly one more person.
 - Matt will make sure ghosting of computers is ready. Will coordinate with Katherine (of Vancouver).